

Training

TEST ADMINISTRATION AND SECURITY

This regulation explains general procedures for administering tests in Civil Air Patrol (CAP) and specific guidance for USAF Extension Course Institute (ECI) tests.

1. Introduction. Tests are used to confirm skills and knowledge learned in education and training activities. Most tests are closed book and administered at the local level by a test control officer (TCO).

2. Categories of Tests:

a. CAP Tests. CAP regulations and manuals which govern specific education and training programs also cover testing requirements, e.g., CAPM 50-16 for cadet tests, CAPM 50-17 for senior program tests, CAPR 280-2 for aerospace education tests, CAPM 100- 1 for radio operations tests, etc.

b. ECI Tests. ECI is the USAF correspondence school. Its courses are available to all senior members and cadets who have received the Billy Mitchell Award or higher. Instruction includes professional military education and specialized courses in a wide variety of technical and nontechnical subjects. The closed-book tests are centrally controlled and ordered through ECI.

3. Test Control Officer (TCO):

a. Each CAP unit commander will ensure positive control of testing materials to preclude compromise. They will appoint a TCO, by letter, for test security and administration. The TCO appoints alternate TCOs by letter. These positions are usually assigned to members working in senior and cadet training. THE UNIT COMMANDER MAY NOT SERVE IN A DUAL CAPACITY AS TCO OR ALTERNATE. To comply with Air Force and ECI directives, the commander must keep the letter current and on file in the unit.

b. TCOs and alternates must be at least 21 years old.

c. Each CAP cadet or composite squadron must submit a CAP Form 53, Signature Verification Card, with the name and signature of the current commander, deputy commander for cadets (composite squadrons), TCO, and alternate TCO. Individuals who serve in a dual capacity should sign only for the highest position. This form is used to verify successful completion of cadet achievements and tests associated with those achievements. Forward the form to CAP National Headquarters/ETTC. A new CAP Form 53, with all signatures, must be forwarded immediately by the squadron directly to ETTC when any listed individuals change. Receipt of a CAP Form 53 by ETTC automatically supersedes any previous CAP Form 53 from the squadron. The alternate TCO may not sign cadet achievement forms in place of the commander. In the absence of the commander, the deputy commander for cadets in a composite squadron or the unit testing officer may certify achievement completion if ETTC can

verify their signatures on the CAP Form 53 (see CAPM 50-16).

4. Ordering Testing Materials:

a. CAP Tests. Only the unit commander, TCO or alternate TCO order tests and answer keys. Most CAP examinations are ordered on a CAP Form 8, Request for Publications and Blank Forms, from National Headquarters/MSIA. Consult specific program directives for exceptions. CAP Form 23, Civil Air Patrol General Purpose Answer Sheet, is used by examinees taking CAP tests. It is ordered from National Headquarters/MSIA on a CAP Form 8.

b. ECI Tests. Examination materials for ECI courses are ordered from Extension Course Institute, Maxwell AFB, AL, Bldg 832, 50 South Turner Blvd, Gunter Annex, AL 36118-5643. Procedures and forms for ordering tests are sent directly to each student. Examination materials are forwarded to the TCO from wing headquarters. Wing headquarters is the test control office for ECI tests. Answer sheets are included in the test package and need not be ordered. Attachment 1 is a sample notification to students.

5. Storage and Security. The TCO will store CAP and ECI tests and any related material in a metal filing cabinet with a steel lock bar and a three-combination dial-type padlock, a metal file cabinet equipped with a combination lock, or an upright safe or vault accessible only to the TCO, alternate TCO, and unit commander. Padlock combinations must be changed when the TCO, alternate, or unit commander changes, or at least, annually.

a. Anytime the storage container is open, the TCO, alternate TCO, or unit commander must be present to prevent test compromise.

b. Only testing materials will be kept in the test storage container.

6. Additional Requirements for Safeguarding ECI Test Materials. Each ECI test is mailed to the unit in a sealed envelope addressed to the commander or TCO. Attached to the envelope is the answer sheet. Upon receiving the test package, the TCO will:

a. Check the course examination (CE) to see if the envelope has been tampered with (opened and resealed with tape, stapled, etc.). If it appears to have been tampered with, refer to instructions in this regulation concerning a possible compromise. THE TEST PACKET MUST NOT BE OPENED UNTIL THE SCHEDULED TESTING PERIOD AND

ONLY IN THE PRESENCE OF THE EXAMINEE.

b. Check the answer sheet for the student's name and serial number (SSN), and the course numbers. The first three groups of numbers on the answer sheet must agree with the corresponding numbers on the CE booklet. Do not open the test envelope to check these numbers; they are visible through the envelope window and can be checked without opening the envelope. These numbers represent the course number, the volume number, and the form number.

c. After checking the CE, the TCO records the CE on the test inventory log as shown in Attachment 2, Inventory Log. Locally developed test control forms, or computerized records may be used; however, the forms/records must accurately track the test from reception through destruction.

d. IF THE THREE GROUPS OF NUMBERS DO NOT AGREE, THE TCO:

- (1) Does not administer the examination.
- (2) Retains the answer sheet.
- (3) Prepares a transmittal letter to ECI/EDOJ requesting the correct examination booklet.
- (4) Destroys the incorrect exam booklet and annotates the test inventory log with reason for destruction, date, and signature.
- (5) Makes the same checks as above when the new examination booklet is received.
- (6) Destroys the duplicate CE answer sheet if received.
- (7) Follows above procedures to log in the new test.

7. Test Inventory. The TCO conducts a test materials inventory at least every 90 days.

a. The TCO opens the storage container and identifies each test in the container. Each test must be on the test inventory log. If a test on file is NOT on the test inventory log, annotate the examination number on the log and destroy the test booklet. (See paragraph 8 for destruction of test material.) If a test is on the test inventory log but not on file, refer to paragraph 11 for test compromise.

b. When the inventory is completed, the TCO signs the test inventory log.

c. The test inventory log should be destroyed six (6) months after the date of the inventory.

8. Destruction of Test Material. The TCO or alternate should destroy used, surplus, damaged, or obsolete tests by burning, shredding, or pulping, and annotate on the test inventory log the exam control number (if applicable), reason for destruction, date of destruction, and signature of the person who destroyed the test. If the TCO inadvertently destroys the wrong test, he or she should annotate the test control log and immediately contact the exam issuing authority for a replacement.

9. Test Administration. Tests will be administered under favorable environmental conditions including lighting, temperature, noise, and workspace. Commanders ensure that tests are administered only by the TCO or alternate TCO and that precautions are taken to prevent cheating. Tests for the unit TCO/alternate may be administered by the unit commander. Under no circumstances will controlled or closed-book tests be released to the examinee for unsupervised completion. To do so is a test compromise. If more than 15 students are testing at one time, the TCO should appoint a test

proctor to watch students during the testing period. There should be one TCO or proctor available for each 15 students testing. TCOs take the following specific actions pertaining to CAP and ECI tests:

a. CAP Closed-Book Tests:

- (1) Ensure the examinee is on the Unit Membership List and has a current ID card.
- (2) Note control numbers on test booklets furnished examinees and ensure all tests are returned at the end of the test session.
- (3) Do not allow examinees to write on CAP test booklets.
- (4) Give complete instructions on how identification data and answers will be recorded on the test answer sheets.
- (5) Remain in the test room until all examinees have completed the test.
- (6) Score and sign each answer sheet as required.
- (7) Destroy working papers, notes, etc., when the examination has been completed.
- (8) Inspect test booklets before returning them to storage and remove all unauthorized marks. If marks cannot be removed, and they could assist or mislead other examinees, destroy the test booklet.

b. CAP Open-Book Tests. Procedures for open-book tests are the same as for closed-book tests, except the examinee is permitted to research answers from textbooks, notes, or other training materials.

c. ECI Tests:

- (1) Before administering an ECI test, comply with the ECI test security procedures in paragraph 6 above.
- (2) Advise the examinee to circle the answers on the ECI examination booklet before marking the answer sheet. This prevents erasures on the answer sheet.
- (3) Allow normally three (3) hours for the course examination; however, more time may be allowed if necessary. The test should be administered in one session only.
- (4) After the test is completed, examine test materials to verify the examinee returned all materials, including authorized worksheets, if applicable.
- (5) Make sure the examinee's name, rank, SSN, and date are on the front page of the student's test booklet.
- (6) Allow a test examinee access to the course examination only during the authorized test administration period and do not allow examinee to review the contents of the examination once the testing period has ended and the exam booklet has been returned to the test examiner.
- (7) Reseal the test booklet in the original envelope and mark it for destruction in 45 days. Retain the test booklet for 45 days from the date the examinee completed the test or until notified that the examination results have been received. TELL THE EXAMINEE THAT THE EXAM BOOKLET WILL BE DESTROYED IN 45 DAYS UNLESS HE OR SHE NOTIFIES YOU THAT THE RESULTS HAVE NOT BEEN RECEIVED. If there is any question or problem concerning the examination score, retain the booklet until ECI has been contacted and the matter is resolved.
- (8) Collect and shred, pulp, or burn all used scratch paper and worksheets.
- (9) Check the answer sheet to make sure there are no extraneous marks on it. Place the answer sheet in the envelope provided, seal the envelope, and mail to ECI within 24 hours. More than one answer sheet may be sent in an envelope.

Letters, notes, etc., should not be put in the answer sheet envelope because grading may be delayed. Annotations on the answer sheet will be ignored. Use the ECI Form 17, Student Request for Assistance, for queries.

(10) Return the used exam booklet to the test storage container.

10. Test Scores:

a. CAP Locally-Scored Tests. Examinees are notified of their score whether they passed as soon as practical after the examination. Entries documenting completion of cadet test requirements will be entered on the front of CAP Form 66, Cadet Master Record. Successful test completion for seniors will be entered on CAP Form 45, Senior Member Master Record, or CAP Form 45b, Amended Senior Member Master Record, as appropriate.

b. ECI-Scored Tests. ECI sends a report directly to the student who should immediately inform the TCO of the results. Students who satisfactorily complete the course examination receive a certificate of course completion (ECI Form 9). It is the student's responsibility to have the results entered on the member's master record, CAP Forms 45 and 45b for seniors, and CAP Form 66 for cadets. The student should retain the original of the ECI Form 9. If completion data is not on the unit Senior Training Report (STR), copies of ECI Form 9 must accompany recommendations for certain senior member awards (see CAPM 50-17). Course examinations are graded upon receipt at ECI. Test results are mailed as quickly as possible. If an examinee notifies the TCO that the test results have NOT been received and ECI confirms that the answer sheet has not been received, the TCO should:

(1) Request a replacement answer sheet from ECI/EDOI.

(2) Mark the answers from the test booklet onto the new answer sheet and forward it to ECI for scoring.

(3) Mark on the test booklet the date the completed answer sheet was forwarded to ECI. Again, retain the test booklet 45 days from the date the answers were recorded on the new answer sheet or until notified the examinee has received the test results.

11. Compromise of CAP and ECI Test Materials:

a. NO PART OF ANY TEST MATERIALS MAY BE DUPLICATED OR TRANSCRIBED FOR ANY REASON. This includes test booklets, individual test questions, completed answer sheets, and examination scoring keys. If insufficient copies are available, additional copies must be obtained using the procedures in appropriate regulations. Test materials may not be borrowed from other units.

b. Only the unit commander, TCO, or alternate TCO are authorized access to testing materials except as follows:

(1) Examinees during an examination session and while under supervision of the TCO or alternate TCO.

(2) Officers designated by the wing commander for the purpose of official unit inspections or investigations. Access to test materials by any other persons at any time constitutes compromise.

c. The following are potential compromise situations:

(1) Failing to properly identify examinees.

(2) Reviewing, accessing, or allowing review of or access to, controlled test material by an individual not specifically authorized.

(3) Having an oral or written discussion of test material with an unauthorized person.

(4) Bringing any unauthorized material into the examination room.

(5) Permitting reproduction or copying of any test material by any unauthorized individual.

(6) Removing test material from the examination room without authorization.

(7) Leaving an examinee, or group of examinees, unsupervised during a testing session.

(8) Being unable to account for the location or disposition of test material.

(9) Improperly packaging or labelling test materials for mailing in a way that could result in unauthorized disclosure.

(10) Opening, or otherwise tampering with, any package containing test materials by an unauthorized person.

(11) Storing test materials improperly.

(12) Destroying test materials improperly.

(13) Taking or possessing test materials without authorization.

(14) Taking any deliberate action that could result in the unauthorized disclosure of test material.

d. If possible compromise of test materials is suspected, the unit commander:

(1) Immediately suspends all testing at that testing office.

(2) Impounds all tests involved.

(3) Takes immediate action to preserve the security of all test materials whether or not they are suspected of compromise.

(4) Conducts an immediate personal investigation to determine the nature and extent of the compromise.

(5) Notifies the wing commander that a possible compromise has occurred and communicates the results of his/her personal investigation.

(6) The wing commander may direct further investigation by the unit commander or by persons outside the unit.

e. If compromise of test materials is confirmed:

(1) The unit commander notifies wing headquarters and National Headquarters/ETTS in writing, listing the test materials compromised.

(2) The wing commander appoints an officer not assigned to the unit to investigate the compromise situation. A copy of the investigation findings, recommendations, and actions taken is provided to National Headquarters/ETTS as soon as possible. The wing commander takes appropriate action to ensure the security of the test materials and to prevent recurrence of the method of compromise.

12. Request for Transcript from ECI. If an individual believes that a school may award college credit for ECI courses completed, or otherwise needs proof of course completion, the individual may request a transcript from the Registrar Branch (ECI/EDOR), Bldg. 832, 50 South Turner Blvd., Maxwell AFB, Gunter Annex, AL 36118-5643. No fee is charged for this service. Requests must be made in writing since transcripts are covered by the Privacy Act. ECI verifies course completion and prepares a transcript. When requesting a transcript, the individual provides the following information:

a. Name and address including any former names.

b. SSN or old service number for courses completed prior

to 1967.

c. Course number and/or title. (No action can be taken if the course number is not provided.)

d. Year completed.

e. Name and mailing address of school or agency for official transcript. Official transcripts are mailed to educational institutions only. Unofficial transcripts are mailed to the student and marked "Issued to Student."

OFFICIAL

RONALD T. SAMPSON, Colonel, USAF
Executive Director

SIGNED

JOSEPH F. BOYLE, CMSgt, USAF
Director of Administration

RICHARD L. ANDERSON, Brigadier General, CAP
National Commander

2 Attachments

1. ECI Correspondence Course Letter
2. Sample Log

SUMMARY OF CHANGES

This revision deletes references for test ordering, control, and administration for specific cadet and senior programs. Test procedures for these programs have been incorporated into regulations and manuals which govern the programs. Procedures for control of ECI tests and procedures for handling test compromise situations were updated and expanded.

ECI CORRESPONDENCE COURSE LETTER

UNIT _____

ADDRESS _____

SUBJECT: ECI CORRESPONDENCE COURSE

STUDENT NAME _____

1. Your ECI Correspondence test has been received at the _____ building _____ .

2. ECI Course No.: _____

3. Date Received: _____

4. Please telephone immediately upon receipt of this letter. You should make every effort to test as soon as possible.

5. Testing Hours Are: _____

6. Testing Office Telephone: _____

Signed: _____

Form No. _____

NOTE: This form is locally reproduced.

SAMPLE LOG

Control Number	Title	Date Received	Date Destroyed	Destroyed By
79-2	CAP Form 44, Answer Key	6 Jun 93		
64091	Radio Operator COP Test	10 Aug 93	Returned 11 Sep 93	J. Jones
	INVENTORY COMPLETED	1 Oct 93	J. Jones	Testing Officer
80-1	CAP Form 116, Emergency Services Questionnaire	10 Oct 93		
80-2	CAP Form 116, Emergency Services Questionnaire	10 Oct 93	31 Oct 93	J. Jones
80-3	CAP Form 116a, Scoring Key	10 Oct 93		
	INVENTORY COMPLETED	1 Jan 94	J. Jones	Testing Officer

Test Inventory Log

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